

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

ISO-RS30-1
Baseline
January 24, 2000

ORGANIZATIONAL WORK INSTRUCTION

Office of the
Chief Financial Officer

RS30

COMPUTER ACCESS CONTROL SYSTEM (CACS)

Approving
Authority:

NAME
<original signed by>

TITLE

ORG

DATE

David K. Bates

CFO

RS01

1/24/00

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DOCUMENT HISTORY LOG

| Status (Baseline/ Revision/ Canceled) | Document Revision | Effective Date | Description |
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| Baseline | | 1/24/2000 | |
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TITLE

1. SCOPE

1.1 Scope. This Organizational Work Instruction (OWI) is applicable to the Systems and Processes Office's responsibilities for use of the Computer Access Control System (CACS) within the Office of Chief Financial Officer (CFO).

1.2 Purpose. The purpose of this OWI is to establish the detailed procedure that the Systems and Processes Office will use to provide CFO personnel the appropriate computer access via the CACS.

1.3 Applicability. This OWI applies to personnel within the Systems and Processes Office who are responsible for obtaining appropriate computer access for CFO employees via the CACS.

2. APPLICABLE DOCUMENTS

NPG 1441.1C Records Retention Schedules

3. DEFINITIONS

None.

4. INSTRUCTIONS

The detailed procedure for usage of CACS within the CFO is outlined on the Attachment.

5. NOTES

None.

6. SAFETY PRECAUTIONS AND WARNING NOTES

None.

7. APPENDICES, DATA, REPORTS, AND FORMS

None.

8. QUALITY RECORDS

The completed CACS requests (MSFC Form 4194) obtained from CFO employees are considered quality records and will be kept and

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maintained by the Support Services Contractor for a period of at least three years, in accordance with NPG 1441.1C, Schedule 9, Uniform File Index (UFI)# 9630. The records custodian is the Chief, Systems and Processes Office.

9. TOOLS, EQUIPMENT, AND MATERIALS

None.

10. PERSONNEL TRAINING AND CERTIFICATION

None.

11. FLOW DIAGRAM

See Attachment.

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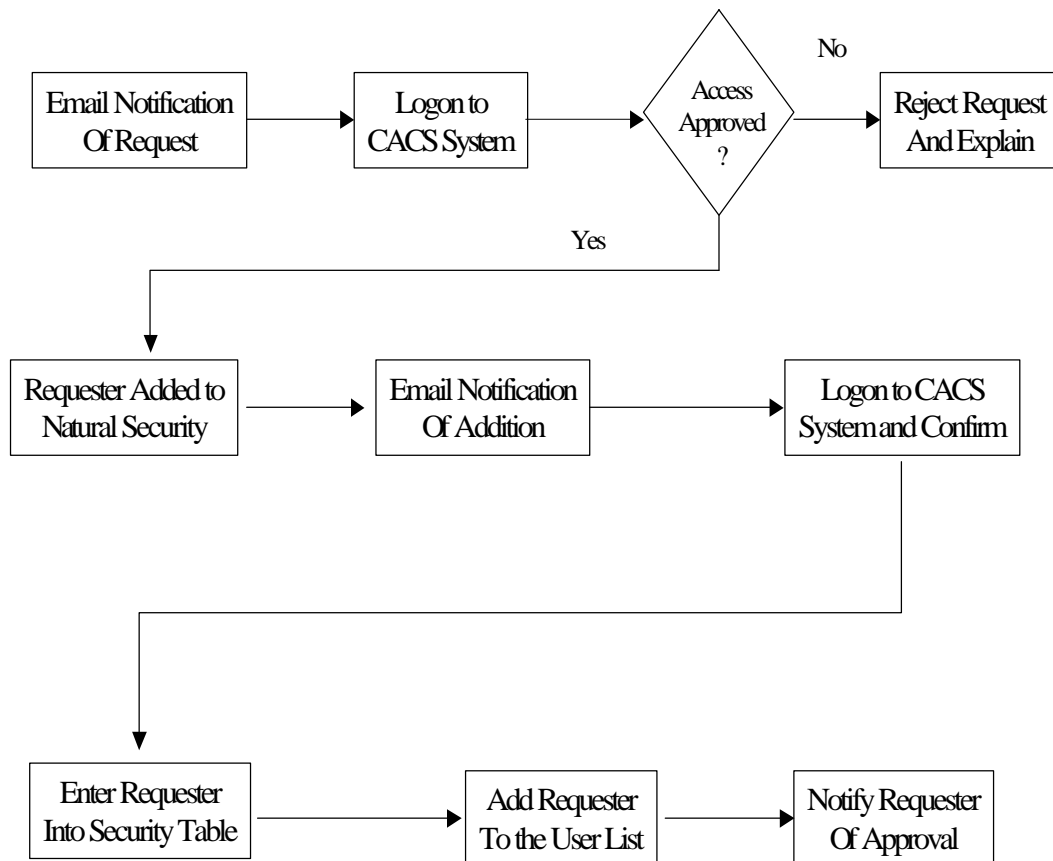
ATTACHMENT

Process Steps for CFO Point of Contact for Computer Access to CFO Systems

1. Receive email notification of request for new or modified access to a CFO computer system.
2. Enter CACS system and obtain the request for access.
3. Determine if the requester needs access and at what level.
4. Approve or Reject access to the system from within CACS system. If rejected a reason must be given and process is complete.
5. If the access is approved, the requester will be set up in system security.
6. Receive email notification of completion of security setup.
7. Enter CACS system and confirm the addition of the requester to the CFO system.
8. Enter CFO system and add the requester to that systems security table.
9. Add requester's name to the CFO user listing which lists the users name, organization, and system library. This listing is for user tracking within the CFO systems.
10. Notify the requester of their system access and assist them with their initial logon.

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Process For CFO Point of Contact For Access To CFO Systems



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